

2006 LSTA Grant Guidelines and Application

for projects
conducted between
June 15, 2006 and August 1, 2007

Arizona State Library,
Archives and Public Records



The Arizona State Library and 2006 LSTA Grants

The Arizona State Library, Archives, and Public Records Agency (State Library) offers libraries the opportunity to apply for 2006 grant funding. This funding is made possible through the Institute of Museum and Library Services (IMLS), Library Services and Technology Act (LSTA) state-based program.

LSTA funds are intended to help libraries develop central roles as community builders. LSTA funds are used to promote improvements in services to libraries; to facilitate access to, and sharing of, resources; and to achieve economical and effective delivery of service for the purpose of cultivating an educated and informed citizenry. LSTA funds are targeted for statewide library services and support a wide array of programs from family literacy to providing broad access to sophisticated databases. This program develops the role of libraries as “information brokers,” helping to make resources and services, which are often prohibitively expensive, more readily available. LSTA also supports efforts to recruit and educate librarians.

Libraries are central to our democracy, and are integral parts of the learning infrastructure of our country. Libraries have a role to play in the “No Child Left Behind Act.” Libraries are encouraged to partner with schools; with parents who are preparing their children for school; with community organizations seeking to make neighborhoods and cities better places to live; and with each learner, young and old, throughout a lifetime.

All public libraries recognized by the State Library, including museum libraries, are eligible to apply for LSTA funds.

In 2006, Grants will be awarded in five areas:

Community Focal Point
Cultural Diversity
Families and Children
Information Technology
Strategic Partnerships

What You'll Find in this Document

Announcement Letter	1
General Instructions	2-3
Guidelines for Grant Categories	4-8
Application Forms	9-12
Grant Administration Guidelines	13-14
List of County Librarians	15-16
LSTA Funding @ Your Library Workshop	inside back cover
Grant Timetable	back cover

Contact a State Library Consultant

Community Focal Point	Stephanie Gerding	sgerding@lib.az.us
Cultural Diversity	Jane Kolbe	jkolbe@lib.az.us
Families and Children	Holly Henley	hhenley@lib.az.us
Information Technology	Mala Muralidharan	mala@lib.az.us
Information Technology	Richard Prouty	rprouty@lib.az.us
Strategic Partnerships	Joan Clark	jclark@lib.az.us
General Assistance	Laura Stone	lstone@lib.az.us



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS

GladysAnn Wells, Director



November 21, 2005

Dear Library and Cultural Institution Colleagues:

I am pleased to announce that the Arizona State Library, Archives and Public Records Agency will administer \$3 million in 2006 Library Services and Technology Act (LSTA) funds from the Institute of Museum and Library Services (IMLS). About half of the funds are committed to statewide services such as FirstSearch, digital government initiatives, the repository for cultural information, continuing education classes, network support, interlibrary loan, Arizona Convocation, field travel and a number of other programs that benefit the entire state. The other half of the money will be invested in field-based competitive grants.

The State Library's five-year plan, approved by IMLS, sets funding priorities for the LSTA funds. The five funding categories – library as community focal point, cultural diversity, families and children, information technology, and strategic partnerships – are based directly on the five-year plan.

All types of libraries recognized by the State Library are eligible for funding. Libraries are encouraged to partner with museums, archives, cultural institutions, community organizations, schools or other non-profit organizations. Please plan to join us for the 2006 Arizona Convocation on March 5 and 6, 2006. It is a great opportunity to network with libraries and museums, and to find partners for your LSTA projects.

Plan to attend one of the "LSTA Funding @ Your Library" workshops in January. During this three-hour workshop, you'll learn about the LSTA grant application process, tips for planning your project, and how to incorporate outcome-based evaluation into your LSTA project application. Arizona State Library staff will provide you with specifics to help prepare a competitive grant application. Information about registering for the workshop is in the back of this booklet.

This year you may again submit your application online. You will find the application and guidelines at **www.lib.az.us/lsta/index.html**. Of course, you are still welcome to submit a completed application by mail. Applications must be submitted online or postmarked by March 13, 2006.

We look forward to receiving your grant applications.

Sincerely,

GladysAnn Wells

STATE CAPITOL

1700 West Washington Street-Room 200 • Phoenix, Arizona 85007-2935 • Home Page: <http://www.lib.az.us>
Phone: (602) 542-4035 • FAX: (602) 542-4972 • E-mail: gawells@lib.az.us

An Equal Opportunity Employer

General Grant Instructions

Getting Started

- Review this project manual. Determine the best grant category for your project.
- Call the appropriate Arizona State Library program contact and discuss your project. Call your county librarian to explain your project, checking to see if it overlaps with other county projects and how it fits into the county's technology plan.
- Determine whether you'll complete an online application or submit a paper application by mail. The online application is available at www.lib.az.us/lsta/index.html.

Eligibility

To be eligible, libraries must meet the following criteria:

- Be open to the public on a regular basis with regular, posted hours;
- Provide library services free of charge to all residents within the library area;
- Arizona public libraries must participate, upon patron or library request, as a lender and/or borrower in the statewide interlibrary loan of circulating print materials, regardless of subject or genre, without charge to their patrons or to other Arizona libraries. The sharing of circulating non-print materials is encouraged, but not required. Libraries may limit ILL requests to six per patron at any one time and may limit requests to materials published more than one year ago; not currently on a nationally recognized best-seller list; or not needed by the library's own patrons. With prior notice to the patrons, public libraries may pass on to their patrons real and actual charges incurred from out-of-state libraries in the filling of those patrons' interlibrary loan requests, including postage;
- Receive a minimum of 50 percent of funding from public sources; and
- Be in good standing with the State Library by submitting library statistics and all other reports in a complete, accurate and timely manner.
- Libraries serving K-12 schools may apply for grants in the "Families and Children Part" area.

Deadlines and Timetable

The online application must be submitted by midnight March 13, 2006 (after that the forms will not be available), and the Certification of Application with original signature, and any paper attachments, must be mailed and postmarked by March 13, 2006; or the complete paper application must be postmarked by March 13, 2006.

- | | |
|-------------------|--|
| • March 13, 2006 | 2006 LSTA application electronically submitted and/or postmarked |
| • May 15, 2006 | Grant awards announced |
| • June 5, 2006 | Grant funds available |
| • June 14, 2006 | Grant recipient workshop |
| • August 1, 2007 | 2006 LSTA funds must be spent |
| • August 31, 2007 | 2006 LSTA final reports due |

LSTA Statewide Five-Year Plan

The Statewide Library Development Commission, made up of 30 members including librarians, library educators, library advocates, representatives from other cultural institutions, and private citizens, developed the LSTA Five-Year Plan for 2003-2007.

The State Library encourages grant proposals that address the plan's details. For a complete copy of the LSTA Five-Year Plan, check the State Library's Web site at www.lib.az.us/lsta/LSTA_2002_Five_Year_Plan.htm or call the Library Development Division.

Partnerships

Libraries are encouraged to partner with other organizations when applying for LSTA funds. Libraries should consider partnering with museums, archives, cultural organizations, schools, tribal and governmental entities, social service agencies, local businesses or organizations that promote or enhance economic development.

All partners must benefit from the project, and those benefits should be clear in the application. The library must serve as the applicant, and assume fiscal responsibility, if the grant is awarded. Be sure that all potential partners have been contacted before including them in the grant proposal. Include a letter of support from each partner.

New and Continuing Projects

LSTA funds are primarily targeted for new projects that serve as models or pilots. Libraries may apply for subsequent phases of a project that is underway. Libraries may also apply for funding of an ongoing project if it reaches new audiences, incorporates new methodologies or significantly expands the reach of the project.

Outcomes, Activities and Evaluation

You'll note that these items have been grouped together in the Project Narrative. Begin by writing clear, concise, and measurable outcomes. Use the outcomes listed in your grant category either directly or as a model. Remember, outcomes should be a change (preferably an improvement) in the target audiences' skills, attitudes, knowledge, behaviors, and status or life conditions. Activities should be designed to bring about the change. The evaluation methods should measure the success of the activities to bring about the desired change. Incorporate the evaluation throughout the project, not just as an add-on at the end.

You may present this information as a narrative, as a chart, or as both.

IMLS has information on outcomes at www.imls.gov/grants/current/crnt_obc.htm. You may find the IMLS Web site, e-services.imls.gov/project_planning/, helpful as you determine outcomes and evaluation methods. This planning tutorial was designed for IMLS' National Leadership Grants, but is valuable to most any library program planner.

Children's Internet Protection Act (CIPA)

Public and school libraries must certify that they are CIPA compliant to receive 2006 LSTA funds to purchase computers to access the Internet or to pay for the direct cost associated with accessing the Internet. For more information about CIPA, go to www.imls.gov and look for "Children's Internet Protection Act"; or visit www.cosla.org.

Budget Considerations

LSTA funds may be used for many project costs. However, funds may not be used for existing staff salaries and benefits, administrative fees, indirect costs, food or entertainment. Travel and per diem expenses may be included only for project personnel at the rate authorized by the State, which is generally \$60 per night for lodging; \$29.50 per day for meals and incidentals; and 40.5 cents per mile.

The total budget should reflect the costs for the project outlined in the application. Local funds, whether in-kind or cash, are encouraged but not required. Local funds, support and commitment are considered when reviewing the proposal. For more information on the LSTA budget, refer to the Grant Administration Requirements on page 13.

Grant Recipient Workshop

The project contact person for each 2006 LSTA funded project must attend a grant recipient workshop on Wednesday, June 14, 2006, at the Carnegie Center, 1101 W. Washington, Phoenix. During the workshop, Arizona State Library staff will review grant procedures. Project directors will also have the opportunity to meet Library Development Division staff, and to hear about other funded projects. Include travel costs to this meeting in your budget, if needed.

Completing the Application Form

A complete application consists of:

- Cover sheet
- Project narrative
- Budget form
- Certification of Application form (signed)
- Support letters from project partners
- Brief resume from paid project consultants
- No more than two, brief additional attachments

If you submit your application electronically, complete the cover sheet, project narrative and budget form online. Mail the Certification of Application and any support letters and resumes to the address below.

If you complete a paper application, mail the entire application.

Send the materials to:

Grants Administrator
Library Development Division
1100 West Washington Street
Phoenix, AZ 85007-2935

COMMUNITY FOCAL POINT 2006 LSTA Grant Guidelines

Amount of Grant:	\$200,000 (total amount available in category)
Program Contact:	Stephanie Gerding, Library Development Division 602-542-5841 or 1-800-255-5841 or sgerding@lib.az.us

Select an Outcome, or Use as a Model:

- The community knows more about local health organizations, how to contact them, and what services they provide through the library.
- Program participants, representing a targeted demographic group, report an increased awareness of community resources that may assist them.
- Teens' grades or graduation rates improve after participating in teen center programs.
- Community residents know more about civic affairs or healthy lifestyles after attending library programs.
- Community members and leaders view the library as central to the community because of family-centered or multi-generational activities.

Project Requirements:

- Members of the targeted community that will be served or represented by the project must fully participate in planning, implementation and evaluation.

Model Project Products:

- A publicized and comprehensive print listing and Web site of local health organizations, locations, contact information and services.
- Development and Web publication of a community listing of volunteer opportunities or social service providers.
- Community programs at the library that address issues of civic concern.
- Establishment of a long-term collaborative literacy network.
- Programming for a life-long learning, Life Options or Next Chapter project.

Sample Evaluation Models:

- Conduct a pre- and post-program telephone survey to determine community awareness of community-based resources.
- Work with the school to document a change in students' grades or graduation rates.
- Provide program participants with pre- and post-program surveys to measure a change in their knowledge about health or other resources.
- Verbally ask participants questions using a customer feedback survey about what they learned at the end of a civic affairs program.
- Survey new social service participants as to where they learned about the service.

Sample Activities:

- Facilitated meetings that bring together teachers, parents, literacy professionals, school administrators, museum or library staff members, etc. to identify literacy organizations and services and lead to a local literacy plan.
- Collaborative brochure and/or Web site for community members to locate local or other resources on consumer health issues.
- Environmental summit to address local bark beetle concerns and solutions. The library serves as meeting place, information resource, and information dissemination source for the group.
- Programs about volunteer opportunities for recently retired adults.
- Teens develop a special library Web site where they write and share reviews of current books and movies.

CULTURAL DIVERSITY 2006 LSTA Grant Guidelines

Amount of Grant: \$200,000 (total amount available in category)

Program Contact: Jane Kolbe, Library Development Division

602-542-5841 or 1-800-255-5841 or jkolbe@lib.az.us

Select an Outcome, or Use as a Model:

- Library staff learns how to be more culturally sensitive.
- Underserved, diverse audiences increase participation in library programs or increase the use of library resources.
- Participants' understanding of diverse people in their community is increased because the library partnered with a tribe or local community cultural organization.

Project Requirements:

- Projects promote understanding and respect for, or develop resources about, diverse cultures.
- Members of the cultural community that will be served or represented by the project must fully participate in planning, implementation and evaluation.

Model Project Products:

- Diversity training for library staff to use in their work.
- Ethnic or culturally diverse events or programs.
- Collections reflecting diverse populations are established or enhanced.

Sample Evaluation Models:

- Participants respond verbally to a post-program discussion indicating that they better understand and appreciate people from different cultures.
- Library staff provides a short written narrative indicating how they have gained a deeper understanding of another culture.
- Project organizers track the number of culturally diverse participants in library programs and survey a percentage of them about the program's effectiveness.

Sample Activities:

- A series of lectures, workshops, and demonstrations on the Ming Dynasty are planned at the library in collaboration with the local Chinese cultural center and the Community College Asian Studies Program staff.
- A Cinco de Mayo event is held on the library grounds in collaboration with the local Spanish language radio/television station. The library provides activities, programs, and educational materials and the media outlet provides pre-and post-event coverage.
- Tribal and non-tribal libraries in a county collaborate to share resources and plan joint programming around a community theme.
- All library staff receives cultural sensitivity training. In collaboration with a local cultural organization, they develop at least one new program/event that utilizes the learned skills.
- In celebration of Black History month, all libraries in the county invite African-American authors to discuss their writings and sign books. The libraries work with the local university's African-American Studies and English Departments to help them select and locate authors.
- Library staff participates in conversational language classes to learn to better communicate with a part of the library's constituency that speaks a language other than English.

FAMILIES & CHILDREN 2006 LSTA Grant Guidelines

Amount of Grant:	\$200,000 (total amount available in category)
Program Contact:	Holly Henley, Library Development Division 602-542-5841 or 1-800-255-5841 or hhenley@lib.az.us

Select an Outcome, or Use as a Model:

- Neighborhood children demonstrate improved school readiness.
- Children and teens read more and literacy improves through new programs and services that result from school and library partnerships.
- Parents spend more time reading to their children to prepare them for school.
- Parents are more aware of child development services in their communities, including Head Start, pre-kindergarten and other early literacy programs.
- Local community organizations use the library to access early childhood development materials.

Project Requirements:

- The applicant public, school, community college, or special library must collaborate with at least
 - One local business, education or community organization and/or
 - Another library (public, school, community college, or special) serving a different clientele.
- An applicant school or community college library must offer the program to new patrons in addition to the school's students and staff.
- School library projects must target families and children, and focus on literacy, quality of life enhancement, or school readiness.

Model Project Products:

- Immigrant parents find easy access to English-language classes.
- After-school programs for under-served students provide a variety of resources.
- The library is an integral player in community school readiness efforts.
- Training events for parents and childcare providers result in increased parenting/care giving skills.
- Public, school, and community college librarians work together to better serve families and children.

Sample Evaluation Models:

- Librarians track library usage for a core group of participating children.
- Children set reading goals and complete reading logs documenting increased reading time.
- Based on pre- and post-tests for a series of literacy classes, children's scores improve.
- Parents complete a passport indicating they participated in the community's child development services and programs.
- Parents indicate they have read to their children as a part of a special reading program.
- Parents respond to a survey, indicating they have learned about school readiness or other early childhood issues.

Sample Activities:

- In collaboration with the local elementary school, the library develops after-school activities (i.e. story times, book discussions, craft projects) that emphasize reading and literature.
- In partnership with a local hospital, the library hosts literacy classes for adults at the same time as programs for their children.
- In partnership with refugee-serving organizations, the library offers space and programs designed to integrate young children and families into a new culture.
- A library enhances its services to families with young children by combining traditional parenting collections with early literacy, infant brain development and childcare resource and referral services.
- Families work together to create additional opportunities for early childhood development activities or learning-infused recreation at the library.
- A library offers classes in the building blocks of reading and writing to early childcare providers for which they receive credit from S*CCEEDS, the educational registry system for child care and early education practitioners in Arizona.

INFORMATION TECHNOLOGY 2006 LSTA Grant Guidelines

Amount of Grant:	\$200,000 (total amount available in category)
Program Contact:	Mala Muralidharan or Richard Prouty, Library Development Division 602-542-5841 or 1-800-255-5841 or mala@lib.az.us or rprouty@lib.az.us

Select an Outcome, or Use as a Model:

- Technology skills improve for people who attend computer-training classes.
- Library users benefit from an enhanced library technology infrastructure.
- Community leaders recognize library technology resources (i.e. e-government, EDIC, medical databases) and library involvement in the development of local technology infrastructure.

Project Requirements:

- File a complete and current technology plan with the State Library/Library Development Division. For a copy of the plan template go to www.lib.az.us, and select Library Development Division. Then select e-rate.
- Do not request LSTA funds for projects that could be funded with e-rate funds.

Model Project Products:

- Computer training classes for new or underserved audiences.
- Better computer networks with increased access to bandwidth.
- Promotional technology materials appropriate for local community or business leaders.
- Demographic mapping to address a community issue.

Sample Evaluation Models:

- Conduct a pre- and post-test of participants' technology skills to indicate they have improved.
- Survey library users to indicate they have benefited from an enhanced library technology infrastructure.
- Collect testimonials demonstrating that local community leaders are aware of library technological resources.

Sample Activities:

- A series of computer training classes are offered to the public.
- All county libraries work together to develop programs and materials that promote their technological services to local community member and leaders.
- Develop a portable computer lab for use by all libraries in the county.
- The library and a community group of older residents partner to create a demographic map tracking where elderly residents live.

STRATEGIC PARTNERSHIPS

2006 LSTA Grant Guidelines

Amount of Grant: \$200,000 (total amount available in category)

Program Contact: Joan Clark, Library Development Division

602-542-5841 or 1-800-255-5841 or jclark@lib.az.us

Select an Outcome, or Use as a Model:

- The partnership leverages additional funding or popular support for the library.
- The library and partnering organization(s) develop a strategy to share and promote resources.
- A partnership creates access to materials or programs that make a difference in patrons' lives.
- The community or local governmental officials value the library in new ways.
- Passive library users become active library advocates.
- Underserved community members use the resources of the library or partners.
- The community recognizes the library as a resource for economic development, local business, non-profit organizations and/or an active partner in the local economy.

Project Requirements:

- The applicant library must collaborate with at least one local business, non-profit, educational or community organization.
- The applicant library must promote itself as an active partner in the project.

Model Project Products:

- The library's governing authority increases the library's budget or protects it during times of retrenchment.
- Members of the general public/previously underserved residents speak out on a regular basis in favor of the library or partnership with the library.
- Sharing of resources allows partners to invest resources in new materials or projects.
- A community needs survey defines the needs of previously unserved citizens.
- The library is an integral player in a local economic development plan.
- Training events for local businesses or organizations result in benefits to participants.
- A positive relationship between the library and partner(s) leads to long-term collaboration.

Sample Evaluation Models:

- Documentation of a change in the library's status, such as an increase in funding or support.
- Pre- and post-customer feedback surveys measure if the partnership has increased the visibility of/support of/value of/customer satisfaction of the partners in the community.
- Customer satisfaction surveys document the differences that partnership has made in individual lives.
- Surveys or interviews are compiled to demonstrate that the public policy makers and the community have an increased understanding of libraries as community economic engines.

Sample Activities:

- A specialist in the field of grant writing is brought to the library to facilitate a full-day workshop for non-profit organizations.
- A new computer Web site is developed that promotes all local cultural heritage attractions using digitized information and images.
- A series of new small business seminars are developed at the library.
- An economic development summit is convened leading to a local, small business economic development plan.
- Public policy makers and local business and community leaders meet to address economic issues and the role of local libraries as community convener and information source.
- The library and an educational institution host joint lectures and workshops, and create publicity about current world, national or local events.
- A library and local museum create a Web site allowing easy public access to materials and programs of the two organizations.
- In partnership with the Chamber of Commerce, local libraries and museums develop a new traveling display or kiosk that can be used outside the area to help promote cultural heritage tourism.

2006 Arizona LSTA Cover Sheet

PART I - General Project Information

1. Applicant Organization Name: _____

Mailing Address P. O. Box / Street City Zip Code

2. Library Type: ☐ Public ☐ School ☐ Academic ☐ Special/Museum ☐ Multitype

Does the applicant meet all the eligibility criteria for a library? (see page 2) ☐ Yes ☐ No

If no, what criteria is the applicant missing? _____

3. County in which project will be implemented: _____

Project in U. S. Congressional District: (provide number or numbers between 1 and 8) _____

Project in Arizona Legislative District: (provide number or numbers between 1 and 30) _____

4. Project Contact Person: _____

Mailing Address, if different from above P. O. Box / Street City Zip Code

Telephone # FAX # E-mail address

5. Project Name: _____

6. Amount of Grant Funds You Are Requesting Amount: \$ _____

How many people will be directly served by this project in the first year? _____

How did you calculate this number? _____

For your library, is this project: ☐ New ☐ Continuing

7. Identify the Guidelines category for which you are applying by marking **one** of the boxes below.

- | | |
|--|---|
| <input type="checkbox"/> Community Focal Point | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Cultural Diversity | <input type="checkbox"/> Strategic Partnerships |
| <input type="checkbox"/> Families and Children | |

8. Identify the User Groups to be directly served by your project. (Check **all** that apply)

- | | | | | | |
|--|--|--|--|--|--|
| <input type="checkbox"/> Pre-Schoolers
0 - 5 | <input type="checkbox"/> Children
6 - 12 | <input type="checkbox"/> Youth
13 - 17 | <input type="checkbox"/> Adults
18 - 64 | <input type="checkbox"/> Elderly
65 + | <input type="checkbox"/> Library Staff |
| <input type="checkbox"/> Institutionalized Persons | <input type="checkbox"/> Non or limited English speakers | <input type="checkbox"/> People with Special Needs | | | |

2006 Arizona LSTA Grant Application

Project Narrative

Project Narrative: Limit your response to a total of seven double-spaced pages.

1. Project Summary

Briefly describe the project, including the outcomes, activities and targeted audiences. Limit your response to 100 words and not a word more!

2. Project Description:

- a. What will you do, and how will you do it? Give specific information about the types of activities, number of programs, or resources you'll make available.
- b. What role will each of the institutional partners play? Include a letter of support from each institutional partner.
- c. How will the general public participate or use this product? Who will participate, and how many people will be directly served in the first year? In subsequent years? How will you publicize or disseminate this activity or product?

3. Justification:

- a. What community need or opportunity does your project address? How do you know this is a need? Why is this project the best approach?
- b. What audience are you targeting with this project and why?
- c. How does this project relate to your library's mission or other plans (such as a technology plan)? What steps has your library taken to prepare for this project? If successful, will you continue this project once the grant period has ended? If so, how will you sustain it?

4. Outcomes /Activities/Evaluation:

Your project may have one or more outcomes. For each outcome, provide the following information. If you prefer, you may present this as a chart or matrix. For more information, see the section "Outcomes, Activities and Evaluation" on page 3.

- a. What specific change do you intend to achieve with this project? Either select an outcome from those listed in the grant guidelines, or use them as a model to develop an appropriate outcome. Briefly explain why you have selected this outcome, tying it to the justification you provided.
- b. List at least one product or activity that will help you meet the outcome. Use the guidelines as a model. All products and activities that are a part of your project should be linked to an outcome.
- c. Describe what tool(s) or method(s) you will use to evaluate each product or activity listed. Use the evaluation models from the guidelines, or create your own.

5. Project Personnel:

- a. Provide a list of the names of project personnel, the organization they represent and their title, and a description of their duties for this project.
- b. Identify the project director, and explain why he or she is appropriate for this project.
- c. If special skills/expertise are necessary for a participant, briefly list his or her qualifications. Provide a brief resume for any consultant for whom you are requesting LSTA funds.

6. Timeline/Schedule of Activities:

- a. What are the major steps you'll take to reach the outcomes you've listed? Provide a timeline that includes planning, implementation and evaluation. Remember, funds are not available before June 5, 2006, and must be spent by August 1, 2007.
- b. Provide specifics about each public program activity, including the date and location.

7. Budget:

- a. Complete the budget form for the project described in this application.
- b. On a separate sheet, provide a detailed explanation and justification of the proposed LSTA expenditures. Quotes, estimates, mileage, and other methods of calculating budget items should be detailed. In-kind services or funds are not required, but are encouraged. See the "Allowable and Unallowable Costs" section in the "Grant Administration Requirements" section of this manual (page 13).

Budget Form

(Round all amounts to nearest dollar)

LSTA Funds**Local Funds**

(cash or in-kind)

Total Funds

1. <u>Salaries & Benefits</u> (List each position separately)	— NA —	\$ _____	\$ _____
_____	— NA —	\$ _____	
_____	— NA —	\$ _____	
_____	— NA —	\$ _____	
_____	— NA —	\$ _____	
2. <u>Contractual Services</u> (List each Vendor separately)	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	
3. <u>Travel</u> (compute at state rate)	\$ _____	\$ _____	\$ _____
4. <u>Equipment</u> (not including Internet computers or other Internet equipment)	\$ _____	\$ _____	\$ _____
5. <u>Software</u> (non Internet software)	\$ _____	\$ _____	\$ _____
6. <u>Library Collection Materials</u> (Print & Non-Print)	\$ _____	\$ _____	\$ _____
7. <u>Supplies</u>	\$ _____	\$ _____	\$ _____
8. <u>Other</u> (specify)	\$ _____	\$ _____	\$ _____
9. <u>Internet materials</u>	\$ _____	\$ _____	\$ _____
Computer(s)	\$ _____	\$ _____	
Software	\$ _____	\$ _____	
Other Equipment	\$ _____	\$ _____	
TOTAL	\$ _____	\$ _____	\$ _____

Certification of Application

I certify the application of the _____ (name of applicant) to be true and accurate to the best of my knowledge. On behalf of all organizations participating in this application, I hereby assure and certify that I will comply with all regulations, policies, guidelines and requirements pertinent to the application and to the use of Federal funds. If this application is approved, I certify that the project will begin promptly, and will be completed as described.

Name of person authorized to apply for grant funds for the APPLICANT ORGANIZATION

Title of person authorized to apply for grant funds for the APPLICANT ORGANIZATION

Mailing address of person authorized to apply for grant funds for the APPLICANT ORGANIZATION

Signature of person authorized to apply for grant funds for the APPLICANT ORGANIZATION

Date

— **IMPORTANT** —

**This form MUST be postmarked March 13, 2006
in order to be eligible for consideration. Please type or print clearly.**

MAIL COMPLETED APPLICATION TO:

Grants Administrator
Library Development Division
1100 West Washington Street
Phoenix, AZ 85007-2935

GladysAnn Wells, Director - Arizona State Library, Archives and Public Records

Date

Grant Administration Requirements

Allowable and Unallowable Costs

Most costs necessary and reasonable for the proper and efficient administration of a grant project are allowable costs that **may be proposed** as budget items in an LSTA grant application. The following costs, however, are unallowable and **may not be proposed** as grant project costs:

- * Administration fees
- * Bad debts
- * Contingencies
- * Contributions and donations
- * Entertainment / Performances
- * Fines and penalties
- * Food
- * Interest and other financial costs
- * Staff salaries and benefits
- * Under recovery of costs under grant agreements (excess costs for one grant application is not chargeable to another grant application)

Travel Costs

Travel and per diem expenses are allowable costs for project personnel only. A sub grantee must reimburse staff travel and per diem at the rate authorized by the State (See page 3, Budget Considerations).

Interest on Grant Funds

DO NOT put your Federal LSTA funds into interest-bearing accounts, savings accounts or investment-type funds. If interest is earned on LSTA grant funds by the sub grantee, the amount of the interest **must be refunded** to the Arizona State Library, Archives and Public Records Agency, and subsequently returned to IMLS in Washington.

Budget Revisions and Programmatic Changes

Sub grantees must not deviate from the approved budget and approved plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the LSTA Consultant, Library Development Division. Similarly, sub grantees must request prior approval of significant departures from approved project plans, including changes in the scope of the project, changes in project objectives, and changes in the project manager or other key project personnel. Both types of requests shall be made in writing to the State Grants Administrator, Laura Stone at lstone@lib.az.us.

Requirements for Publications and Presentations

All promotion materials, press releases, bibliographies, reports and other such publications resulting from a LSTA grant project must contain the following acknowledgment:

This project (program) was supported with funds granted by the Arizona State Library, Archives and Public Records Agency under the Library Services and Technology Act, which is administered by the Institute of Museum and Library Services.

If the grant project results in copyrightable material, the sub grantee or any subcontractor of the sub grantee is free to copyright the work. However, the State Library reserves a royalty-free, exclusion and irrevocable license to reproduce, publish, or otherwise use and authorize others to use the work for government purposes.

Reporting Requirements

Grant recipients will be required to submit a Final financial and performance report to the State Library within thirty days after the end of the project or no later than August 31, 2007 for FY 2006 competitive grants. Forms can be obtained on the State Library website at www.lib.az.us. Click on Library Development Division, LSTA and FY 2006 final report forms. If you do not have Internet access, you may contact the Grants Administrator at 602-542-5841 or 1-800-255-5841 and the forms will be sent to you. **Failure to file the report or library statistics on time will make your library ineligible to apply for future LSTA grants.**

Inventory Requirements

Sub grantees must submit and maintain inventory records of all non-expendable personal property, defined as items having a useful life of more than one year and a unit acquisition cost of \$5,000 or more. Reports of such property shall be made on a form supplied by the State Library and must be filed within 30 days after the end of the project year. Inventories of all such property may be conducted to verify the existence, current utilization, and continued need for the property. Disposition of such property shall be in accordance with the disposition requirements of the State Library.

Grant Close Out Procedures

All funds must be expended and/or obligated by the last day of the grant period (August 1, 2006). Should it not be possible to expend and/or obligate the funds prior to the end of the grant period, the State Library is to be notified at least 30 days in advance so arrangements can be made to return the funds to the State Library. If received by the State Library before the last month of the grant period, these funds can be reprogrammed into other Arizona projects; otherwise, reverted funds must be sent back to Washington.

Record Retention Requirements

Taken from OMB Circular A-110 _____.53.

(b) Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of **three years** from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency. The only exceptions are the following.

- (1) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
- (2) Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
- (3) When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.
- (4) Indirect cost rate proposals, cost allocations plans, etc. as specified in paragraph _____.53(g).

Audit Requirements

All libraries that have received a total of \$300,000 or more from all federal grants in the federal fiscal year (October 1 – September 30), must submit an audit as required under the Single Audit Act of 1984.

Audits are required as follows under OMB Circular No. A-133 Subpart B— § _____.200 audit requirements:

- a) Audit required. Non-Federal entities that expend \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of this part. Guidance on determining Federal awards expended provided in § _____.205.
- b) Single audit. Non-Federal entities that expend \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) or more in a year in Federal awards shall have a single audit conducted in accordance with § _____.500 except when they elect to have a program-specific audit conducted in accordance with paragraph (c) of this section.
- c) Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's laws, regulation, or grant agreements do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with § _____.235. A program-specific audit may not be elect for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a sub recipient, approves in advance a program-specific audit.
- d) Exemption when Federal awards expended are less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*). Non-Federal entities that expend less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in § _____.215(a), but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

County Librarians

(as of November 2005)

Judith Pepple, Director Apache County Library District P O Box 2760 St. Johns, Arizona 85936-2760	Phone: (928) 337-3067 email: jpepple@co.apache.az.us	Apache County FAX: (928) 337-3960
Donna A. Gaab, Director Cochise County Library District P O Drawer AK Bisbee, Arizona 85603-0099	Phone: (520) 432-8930 email: dgaab@cochisecold.lib.az.us	Cochise County FAX: (520) 432-7339
Kay Whitaker, Director Flagstaff City-Coconino County Public Library 300 W. Aspen Flagstaff, Arizona 86001-5304	Phone: (928) 779-7670 email: kwhitake@fpl.lib.az.us	Coconino County FAX: (928) 774-9573
Jacque Griffin, Library District Director Gila County Library District 1400 E. Ash Globe, Arizona 85501-1414	Phone: (928) 425-3231 x 8770 email: jgriffinlib@co.gila.az.us	Gila County FAX: (928) 425-3462
Jan Elliott, Director Safford City-Graham County Library 808 7th Avenue Safford, Arizona 85546-2944	Phone: (928) 348-3202 x223 email: jelliott@ci.safford.az.us	Graham County FAX: (928) 348-3209
Pam Lieberenz, Director Greenlee County Library System Route 1 Box 290 Duncan, Arizona 85534	Phone: (505) 358-2926 email: plieberenz@yahoo.com	Greenlee County FAX: (928) 359-2094
Jana Ponce-Wolfe, Acting County Librarian Parker Public Library 1001 South Navajo Avenue Parker, Arizona 85344-4999	Phone: (928) 669-2622 email: jponce@parker.lib.az.us	La Paz County FAX: (928) 669-8668
Harry Courtright, Director Maricopa County Library District 17811 N. 32nd Street Phoenix, Arizona 85032-1220	Phone: (602) 506-2950 email: harrycourtright@mcl.d.maricopa.gov	Maricopa County FAX: (602) 506-4689
Bonnie Campbell, Director Mohave County Library District P O Box 7000 Kingman, Arizona 86402-7000s	Phone: (928) 692-5792 email: bonnie.campbell@co.mohave.lib.az.us	Mohave County FAX: (928) 692-5788
Geneva Durkee, Director Navajo County Library District P O Box 668 Holbrook, Arizona 86025-0668	Phone: (928) 524-4745 email: gdurkee@co.navajo.az.us	Navajo County FAX: (928) 524-4747

Nancy Ledeboer, Director	Pima County
Tucson-Pima Public Library	Phone (520) 791-4391 FAX: (520) 791-3213
101 North Stone Avenue	email: nancy.ledeboer@tucsonaz.gov
Tucson, Arizona 85701-1501	
Denise Keller, Director	Pinal County
Pinal County Library District	Phone: (520) 866-6457 FAX: (520) 866-6533
P O Box 2974	email: denise.keller@co.pinal.lib.az.us
Florence, Arizona 85232-2974	
Suzanne Haddock, Director	Santa Cruz County
Nogales City/Santa Cruz County Public Library	Phone: (520) 287-3343 x5710 FAX: (520) 287-4823
518 N. Grand Avenue	email: shaddock@nogalespl.lib.az.us
Nogales, Arizona 85621-2709	
Cheryl L. Y. Richardson, District Librarian	Yavapai County
(or Barbara Kile, Director)	
Yavapai County Library District	Phone: (928) 771-3191 FAX: (928) 771-3113
172 E. Merritt Street, Suite E	email: Cheryl.Richardson@co.yavapai.az.us
Prescott, Arizona 86301-2029	email: Barbara.Kile@co.yavapai.az.us
Susan Evans, Director	Yuma County
Yuma County Library District	Phone: (928) 782-1871 x104 FAX: (928) 782-9420
350 Third Avenue	email: sevans@yumalibrary.org
Yuma, Arizona 85364-3897	

The Arizona State Library, Archives & Public Records Presents



This workshop is highly recommended for those who plan to apply for an LSTA grant.

Workshop includes:

- *Grantsmanship for Libraries*
- *Overview of LSTA grants in Arizona*
- *How to plan a grant project*
- *Tools and techniques for creating a solid evaluation plan*
- *Explanation of outcome-based evaluation*
- *Discussion of project ideas*

Register online at

<http://www.lib.az.us/eventreg>

If you do not have Internet access call LDD at 602.542.5841 or 800.255.5841 and leave your name, city or library, and phone number.

LSTA Funding @ Your Library

Presenter:

State Library Staff Members

Class limited to 30 people, register early

Oro Valley Public Library

January 18, 2006 9:30 am – 12:30 pm

Glendale Public Library (Main)

January 20, 2006 1:00 pm – 4:00 pm

Lake Havasu Library

January 23, 2006 1:00 pm – 4:00 pm

Yuma Public Library (Main)

January 24, 2006 1:00 pm – 4:00 pm

Prescott Valley Public Library

January 27, 2006 9:00 am – 12:00 noon

Copper Queen Library – Bisbee

February 3, 2006 1:00 pm – 3:00 pm

Special Workshop to focus on Family and Children projects:

Carnegie Center – Phoenix

December 6, 2005 9:30 am – 12:30 pm

This program was supported with funds granted by the Arizona State Library, Archives and Public Records agency under the Library Services and Technology Act, which is administered by the Institute of Museum and Library Services.

2006 Arizona LSTA Grants Timetable

March 13, 2006	2006 LSTA application electronically submitted and/or postmarked
May 15, 2006	Grant awards announced
June 5, 2006	Grant funds available
June 14, 2006	Grant recipient workshop
August 1, 2007	2006 LSTA grant funds must be spent
September 1, 2007	2006 LSTA Final Reports due

Contact the Library Development Division

By Mail:	1100 W. Washington St. Phoenix, AZ 85007-2935
By Phone:	602-542-5841 800-255-5841 (Arizona only)
By Fax:	602-364-2257
Web site:	www.lib.az.us (Arizona State Library) www.lib.az.us/extension (Library Development Division) www.lib.az.us/lsta/index.html (LSTA in Arizona)